

Civilian Human Resources Agency (CHRA) Guidelines for Setting Salary

NSPS is a flexible pay system based on principles that provide equal pay for work of equal value. To ensure that CHRA employees are paid consistently based on the level and complexity of the work performed, compensation lanes have been established for each applicable NSPS Pay Schedule and Pay Band. As a general rule, salary should be set at the minimum level allowed necessary to attract candidates with requisite skills, but may not exceed the maximum amount of the appropriate compensation lane unless approved by the Regional Director. Under NSPS pay setting provisions, salary is determined using the Base Salary with applicable Local Market Supplement rates added.

The Approval Authority Matrix at Appendix D must be used to determine the appropriate approval authority.

For any pay setting rules not specifically addressed in this document, the pay setting guidance contained in the "Managing Compensation under NSPS" guide for managers or DOD and Army Implementing Issuances will apply. All pay setting decisions must be in writing to ensure an adequate audit trail using the worksheet provided at Appendix F. A copy of the completed worksheet must be retained by the Authorized Management Official. The approved pay must be documented and shall be retained with the recruitment case file in accordance with Army records management instructions. The approved pay documentation may consist of a transmittal memorandum attached to either the Request for Personnel Action (RPA) or the completed referral list or entered on the Gatekeeper checklist.

The following limitations shall be adhered to when setting salary for applicants/employees for CHRA positions:

New Hires – (Not currently employed as a Federal civilian employee):

The minimum rate of pay is the minimum rate of the pay band. Salary may not exceed Step 1 of former GS-grade equivalent plus 30% (not to exceed the maximum rate of the pay band). Normally, pay for new hires is set at the minimum level allowed necessary to attract candidates but no higher than step 1 of the former GS equivalent.

1. Determine former GS-grade equivalent of position to be filled.
2. Determine step 1 of former GS-equivalent salary using the GS Base Salary table.
3. The authorized management official (1st level supervisor) may set salary anywhere in band up to step 2 of former GS-equivalent.
4. The second level approver may approve salary up to step 5 of the former GS-equivalent.
5. The third level approver may approve salary up to step 1 plus 30% of the former GS-equivalent.
6. Increases that exceed the established compensation lane should be rare and must be approved by the Regional Director. Compelling reasons for exceptions may include difficulty in filling the position; superior qualifications; remote location; contribution to mission, etc.

Movement of Current non-NSPS federal employees into NSPS:

1. Determine the comparable pay band for employee's current GS position by using the conversion charts in Subchapter 1911.3.
2. Determine if the nature of action for placement in the band is a promotion, a voluntary reassignment, or voluntary reduction using the guidance contained in Subchapter 1950.6.3.3.8, Determining Levels of Work, and SC1950.6.3.3.9, Movement Within and Across Career Groups.
 - If Promotion, see Promotion to Higher Band – NSPS Employees section
 - If Voluntary Reassignment, see In-Band Movement section
 - If Voluntary Reduction in band, see Reduction in Band (NSPS Employees) - Voluntary section

Promotions to Higher Band - NSPS Employees (Including temporary promotions):

Typically, promotion increases should be in the 6-12 percent range, unless a higher increase is necessary to reach the minimum rate of the new pay band or there are compelling considerations that support a greater increase.

1. An increase in base salary of a minimum 6% will be granted for promotion actions. The authorized management official (1st level supervisor) may increase base salary up to 10%.
2. The second level approver may approve an increase to base salary of up to 15%.
3. The third level approver may approve an increase to base salary of up to 20%.
4. Increases to base salary greater than 20% will be rare and must be approved by the Deputy Assistant G-1 for Civilian Personnel. Requests must be submitted through the East/West Regional Director.
5. Increases that exceed the established compensation lane should be rare and must be approved by the Regional Director. Compelling reasons for exceptions may include recruitment difficulty; superior qualifications; remote location; contribution to mission, etc.
6. NSPS employees who are temporarily promoted must receive advance written notice which includes the requirements outlined in SC1930.10.5.7. The employee may be returned at any time to the position from which temporarily promoted, or to a different position of equivalent base salary received prior to temporary promotion.
7. Upon expiration or termination of a temporary promotion, the employee's base salary must be set at the same rate the employee received prior to the temporary promotion, with appropriate adjustments for pay increases (i.e., rate range increases, performance payout, general adjustment, etc) that occurred during the time the employee was assigned to the new position.
8. If a temporary promotion is made permanent, in accordance with Subchapter 1930.10.5.5, no additional increase may be provided.

In-Band Movements (NSPS Employees) – Employee-Initiated Reassignment:

Generally, the authorized management official (1st level supervisor) may decrease, or leave unchanged, the employee's salary as appropriate in accordance with SC1930.10.4.1. A higher-level manager must approve all reassignment-based salary increases. A higher level management official is defined as an individual at least one level higher than the supervisor making the initial recommendation. Management may only provide an employee up to a 5 percent cumulative increase to base salary as the result of an employee initiated reassignment with a 12-month period, unless a larger percentage is needed to place the employee at the minimum rate of the pay band. Exceptions to the 12-month limitation must be approved by the Deputy Assistant G-1 for Civilian Personnel.

1. If movement is to a more complex assignment, the second level approver may approve an increase to base salary of up to 5% (not to exceed maximum rate of pay band).
2. If movement is to an equivalent level of work, generally no increase will be given. If special circumstances warrant, the third level approver may approve an increase to base salary of up to 5% (not to exceed maximum rate of pay band).
3. If movement is to a lower level of work based on a voluntary request from the employee, employee's base salary should generally be decreased to a level commensurate with employees performing an equivalent level of work.
4. If movement is to a comparable band, for example YA-2 to YC-2, the third level approver may approve an increase to base salary of up to 5% (not to exceed maximum rate of pay band).
5. Increases that exceed the established compensation lane should be rare and must be approved by the Regional Director. Compelling reasons for exceptions may include recruitment difficulty; superior qualifications; remote location; contribution to mission, etc.
6. Approval for exceptions to the 5% cumulative increase to the base salary as the result of a voluntary reassignment within a 12-month period is the Deputy Assistant G-1 for Civilian Personnel.
7. Upon expiration or termination of a temporary reassignment that resulted in a pay increase, the employee's salary must be set at the same rate the employee received prior to the temporary reassignment, with appropriate adjustments for pay increases (i.e., rate range increases, performance payout, general adjustment, etc) that occurred during the time the employee was temporarily reassigned.

In-Band Movements (NSPS Employees) – Management-Directed Reassignment:

When management reassigns an employee within his/her current pay band or to a comparable pay band, the authorized management official (1st level supervisor) shall set pay no less than the employee's current salary. Increases to base salary must be approved as specified above for employee-initiated reassignments. There are no limits to the number of times an employee may be reassigned by management, and the employee is eligible for up to a five percent increase with each reassignment.

In-Band Movement (NSPS Employees) – Involuntary Reassignment:

When an employee is involuntarily reassigned to a comparable pay band through adverse action procedures as a result of poor performance and/or misconduct, the authorized management official may reduce the employee's base salary by up to 10%. The reduction may not cause an employee's base salary to fall below the minimum rate of the employee's

assigned pay band. An employee's base salary may not be reduced more than once in a 12-month period based on unacceptable performance, conduct, or both. An employee's base salary may not increase as a result of the involuntary reassignment.

Reduction in Band (NSPS Employees) – Voluntary:

Employee's base salary should generally be decreased to a level commensurate with employees performing an equivalent level of work, but may not be decreased below the minimum of the assigned pay band. The second level approver may increase base salary up to 5% upon placement in a lower pay band if factors such as scarcity of candidates, reassignment from non-supervisory to supervisory position, remote location, need for skills, hard to fill locations, entering a training program, etc. are present. Increases that exceed the established compensation lane should be rare and must be approved by the Regional Director. Compelling reasons for exceptions may include recruitment difficulty; superior qualifications; remote location; contribution to mission, etc. An employee may only receive up to a 5% cumulative increase to base salary as the result of a reduction in band within a 12-month period, unless an exception is approved by the Deputy Assistant G-1 for Civilian Personnel.

Reduction in Band (NSPS Employees) – Involuntary (Adverse Action):

The authorized management official (1st level supervisor) may reduce an employee's base salary by up to 10% when an employee is involuntarily moved to a lower pay band through adverse actions procedures (as a result of poor performance and/or misconduct). This reduction may not cause an employee's base salary to fall below the minimum rate of the employee's new band or exceed 10% unless a larger reduction is needed to place the employee at the maximum rate of the lower band. A reduction may not occur more than once in a 12-month period based on unacceptable performance, conduct, or both. No increase in base salary may be granted under this section.

Movement from NSPS to other pay systems (GS, WG, etc.)

The pay setting rules and local policies that apply to the gaining system will be used to set the pay rate.

Appendix A

Provisional Guidelines for Setting Salary Functional Intern Positions

Interns – Hired Pre-Conversion - (Standard Career Group, Professional & Analytical, YA-1):

Use of Accelerated Compensation for Developmental Positions (ACDP) provisions while under PB1 may be used. The following rules apply when determining yearly pay raises equating to the GS-5/7/9. If pre-conversion target grade was GS-12/13, intern remains in YA-1 PB for minimum of one additional year. Promotions are generally effective on the date when promotion would have otherwise occurred. Employee must receive a minimum level 3 rating on their most recent appraisal. The authorized management official (1st level supervisor) must document, in writing, whether employee has met the IDP/performance plan.

1. Use the Worldwide Basic Rate Salary Table, calculate salary using legacy two-step rule as described below:
 - a. Determine the percentage increase employee would have received under the GS-two-step rule had they not converted to NSPS.
 - b. Increase employee's current NSPS Base Salary by the percentage increase determined in paragraph a, above.
2. Increases to base salary shall generally not exceed 20%. The authorized management official (1st level supervisor) may increase base salary by more than 20% to ensure consistency with equivalent salary increases given under the General Schedule (GS). Increases shall not exceed amounts beyond that provided for equivalent GS promotions using GS pay-setting provisions and must not cause the employee's base salary to exceed the top of the employee's assigned pay band.
3. Calculation of promotion to the target pay band is determined exactly as steps 1a and 1b above with approval from the authorized management official (1st level supervisor).

Interns – Hired Post-Conversion - (Standard Career Group, Professional & Analytical, YA-1):

Use of ACDP provisions while under PB1 may be used. The following rules apply when determining yearly salary raises. Salary increases may be given every six months based on anniversary of appointment date. The authorized management official (1st level supervisor) must document, in writing, whether employee has met the IDP/performance plan.

1. Base Salary may be increased by up to 10% for each six month increase not to exceed 20%.
2. Increases to base salary shall generally not exceed 20%. The authorized management official (1st level supervisor) may increase base salary by more than 20% to ensure consistency with equivalent salary increases given under the General Schedule (GS). Increases shall not exceed amounts beyond that provided for equivalent GS promotions using GS pay-setting provisions and must not cause the employee's base salary to exceed the top of the employee's assigned pay band.

Appendix B **Provisional Guidelines for Setting Salary**
One-Grade Interval Positions – Functional/Developmental

Hired Pre-Conversion – Current and target grades fall within same Pay Band - (Standard Career Group, Technician/Support, YB-1/2):

When a developmental position's current and target grades fall within the same pay band, pay raise(s) equivalent to GS grade promotion may be granted during the first 12 months following conversion and are based on when promotion would have otherwise occurred. The authorized management official (1st level supervisor) must document in writing whether employee has met IDP/performance plan.

1. For pay increase(s) (equivalent promotion) during the first 12 months following conversion, use the WBR Salary Table and calculate salary using legacy GS two-step rule as described below:
 - a. Determine the percentage increase employee would have received under the GS-two-step rule had they not converted to NSPS.
 - b. Increase employee's NSPS Base Salary by the percentage increase determined in paragraph a, above.
2. For additional salary increases effected **after** the first 12 months following conversion, the timing of salary increases are based on an assessment of developmental progress and are limited to 5% (See In-Band Movements (NSPS Employees) – Employee-Initiated Reassignment, above).

Hired Pre-Conversion – Current and target grades cross Pay Bands - (Standard Career Group, Technician/Support, YB-1/2):

When a developmental position's current and target grades cross pay bands, pay raise(s) equivalent to GS grade promotion may be granted during the first 12 months following conversion and are based on when promotion would have otherwise occurred. The authorized management official (1st level supervisor) must document in writing whether employee has met IDP/performance plan.

1. For pay increase(s) (equivalent promotion) during the first 12 months following conversion in the same pay band, use the WBR Salary Table and calculate salary using legacy two-step rule as described below:
 - a. Determine the percentage increase employee would have received under the GS-two-step rule had they not converted to NSPS.
 - b. Increase employee's NSPS Base Salary by the percentage increase determined in paragraph a, above.
2. For additional salary increases effected **after** the first 12 months following conversion, the timing of salary increases are based on an assessment of developmental progress and are limited to 5% (See In-Band Movements (NSPS Employees) – Employee-Initiated Reassignment, above).
3. For promotion to the target grade at the higher band, employees may receive an increase subject to the limitations imposed for promotions to a higher band (see Promotion to Higher Band – NSPS Employees, above).

Hired Post-Conversion – Current and target grades fall within same Pay Band - (Standard Career Group, Technician/Support, YB-1/2):

Pay increases are based solely on performance. The authorized management official (1st level supervisor) must document, in writing, whether employee has met the IDP/performance plan.

1. Initial salary should be set at the lowest level of band necessary to attract candidates with requisite skills.
2. Salary may be increased by up to 5% for management directed reassignments (See In-Band Movements (NSPS Employees) – Employee-Initiated Reassignment, above).

Hired Post-Conversion – Current and target grades cross Pay Bands - (Standard Career Group, Technician/Support, YB-1/2):

When a position's current and target grades cross pay bands, pay increases are based solely on performance. The authorized management official (1st level supervisor) must document in writing whether employee has met IDP/performance plan.

1. Initial salary should be set at the lowest level of band necessary to attract candidates with requisite skills.
2. Salary may be increased by up to 5% for management directed reassignments (See In-Band Movements (NSPS Employees) – Employee-Initiated Reassignment, above).
3. For promotion to the target grade at the higher band, employees may receive an increase subject to the limitations imposed for promotions to a higher band (see Promotion to Higher Band – NSPS Employees, above).

Appendix C – CHRA Compensation Lanes

PS/PB	Comp Lane	Base Salary Range Minimum	Base Salary Range Maximum
YA-1	A	GS-5 step 1	GS-7 step 10, plus 5%
YA-1	B	GS-5 step 1 plus 10% above Range A minimum	GS-11, step 10
YA-2	A	GS-9 Step 1	GS-11 Step 10 plus 5%
YA-2	B	GS-9 Step 1 plus 5%	GS-12 Step 10 plus 5%
YA-2	C	GS-9 Step 1 plus 10% above Range B minimum	GS-13 Step 10
YA-3	A	GS-13 Step 5	GS-14 Step 10 plus 5%
YA-3	B	GS-13 Step 5 PLUS 5%	GS-15 Step 10 plus 5%
YB-1	A	GS-1 Step 1	GS-4 Step 10 plus 5%
YB-1	B	GS-1 Step 1 plus 5% over Range A minimum	GS-6 Step 10
YB-2	A	GS-7 Step 1	GS-8 Step 10 plus 5%
YB-3	A	GS-11 Step 1	GS-12 Step 10
YC-1	A	GS-7 Step 1	GS-7 Step 10 plus 5%
YC-1	B	GS-7 Step 1 plus 5%	GS-9 Step 10 plus 5%
YC-1	C	GS-7 Step 1 plus 10% above Range B minimum	GS-11 Step 10
YC-2	A	GS-12 Step 1	GS-12 Step 10 plus 5%
YC-2	B	GS-12 Step 1 plus 5%	GS-13 Step 10 plus 5%
YC-2	C	GS-12 Step 1 plus 10% above Range B minimum	GS-14 Step 10 plus 5%
YC-3	A	GS-14 Step 1	GS-14 Step 10 plus 10%
YC-3	B	GS-14 Step 1 plus 5%	GS-15 Step 10 plus 5%
YD-1	A	GS-5 step 1	GS-7 step 10, plus 5%
YD-1	B	GS-5 step 1 plus 10% above Range A minimum	GS-11, step 10
YD-2	A	GS-9 Step 1	GS-11 Step 10 plus 5%
YD-2	B	GS-9 Step 1 plus 5%	GS-12 Step 10 plus 5%
YD-2	C	GS-9 Step 1 plus 10% above Range B minimum	GS-13 Step 10
YD-3	A	GS-13 Step 5	GS-14 Step 10 plus 5%
YD-3	B	GS-13 Step 5 PLUS 5%	GS-15 Step 10 plus 5%
YP-1	A	GS-1 Step 1	GS-5 Step 10 plus 5%
YP-1	B	GS-1 Step 1 PLUS 5%	GS-9 Step 10 plus 5%
YP-1	C	GS-1 Step 1 plus 10% above Range B minimum	GS-11 Step 10

Appendix D – Approval Authority Matrix

Position Type – If position is	1st Level (Authorized Management Official)	2nd Level Approver	3rd Level Approver
CHRA Director	Assistant G-1 (CP)	DCS, G-1	Not Required
CHRA HQs Division Chief	CHRA Director	Assistant G-1(CP)	Not Required
CHRA HQs – Non-Supv Staff	CHRA HQs Division Chief	CHRA Director	Not Required
Regional Director	CHRA Director	Assistant G-1(CP)	Not Required
Regional Director's Non-Supv Staff	Regional Director	CHRA Director	Not Required
CPAC Chief	Regional Director	CHRA Director	Not Required
CPAC – Supervisory Staff*	CPAC Chief	Regional Director	CHRA Director
CPAC – Non Supervisory Staff*	Branch Chief	CPAC Chief	Regional Director
Operations Center Manager	Regional Director	CHRA Director	Not Required
Operations Center Division Chief	Operations Center Manager	Regional Director	CHRA Director
Operations Center - Non-Supervisory Staff	Operations Center Division Chief	Operations Center Manager	Regional Director

* Depending on whether CPAC Structure includes branch level supervisor.

Appendix E – Approval Authority Matrix – Nature of Action

WHAT	WHO	HOW MUCH (Base Salary)
New Hire	AMO (1 st Level Supv)	Up to Step 2 of GS-equivalent
	2 nd Level Approver	Up to Step 5 of GS-equivalent
	3 rd Level Approver	Up to GS-equivalent step 1 + 30%
	Regional Director	Exceed Compensation Lane
Promotions	AMO (1 st Level Supv)	Increase of 6-10%
	2 nd Level Approver	Increase up to 15%
	3 rd Level Approver	Increase up to 20%
	Deputy Asst G-1 (CP)	Increase above 20%
	Regional Director	Exceed Compensation Lane
Employee-Initiated Reassignment	AMO (1 st Level Supv)	No increase
	2 nd Level Approver	Increase up to 5% (to more complex assignment)
	3 rd Level Approver	Increase up to 5% (to equivalent assignment or comparable band)
	Deputy Asst G-1 (CP)	Exception to the 12-month limitation
	Regional Director	Exceed Compensation Lane
Management-Directed Reassignment	AMO (1 st Level Supv)	No increase
	2 nd Level Approver	Increase up to 5% (to more complex assignment)
	3 rd Level Approver	Increase up to 5% (to equivalent assignment or comparable band)
	Regional Director	Exceed Compensation Lane
Involuntary-Reassignment (Adverse Action)	AMO (1 st Level Supv)	Reduction of up to 10% in a 12-month period
	Regional Director	Exceed Compensation Lane
Reduction-In-Band (Voluntary)	AMO (1 st Level Supv)	Reduction commensurate with level of work and employee's concurrence
	2 nd Level Approver	Increase up to 5%
	Regional Director	Exceed Compensation Lane
Reduction-In-Band (Involuntary) (Adverse Action)	AMO (1 st Level Supv)	Reduction of up to 10% in a 12-month period
	Regional Director	Exceed Compensation Lane

Appendix F – Army NSPS Salary Determination Worksheet

Candidate Name: _____

NSPS Title/Pay Schedule/Band: _____

Advertised Pay Range (if applicable): _____

► Base salary is used in all calculations. Salary cannot be below pay band minimum or above pay band maximum.

New Hire (Not a current federal employee)	Set from minimum of pay band up to 30% of step 1 of the former GS grade: GS_____ (step 1 + 30%) = \$_____
Promotion	Increase between 6% and 20% (Increases beyond 20% may be approved by higher level officials) _____ %
Reassignment: Employee Initiated	Increase between 0% and 5% or a decrease no lower than the minimum of the pay band. _____ % Number of employee initiated reassignments within past 12 months_____ and cumulative percentage increase: _____ %
Reassignment: Management Directed	Increase between 0% and 5% _____ %
Reassignment: Involuntary	Decrease between 0% and 10% _____ %
Reduction in Band: Voluntary	Salary must be within the new band. May increase up to 5% if appropriate _____ %
Reduction in Band: Involuntary	Decrease up to 10% _____ %
Accelerated Career Development Position (ACDP)	Up to 20% annually, not to exceed the pay band maximum. _____ %
One-Time Pay Increase (Former Career Ladder Promotions)	May receive a pay increase equivalent to the noncompetitive promotion that would have been received. Must be within the first 12 months after conversion. \$_____

Comparative Data		
	Salary	Years in field
Candidate	\$	
Highest paid incumbent performing similar work.	\$	
Lowest paid incumbent performing similar work.	\$	
Average of incumbents performing similar work.	\$	

Incumbent salary data is available from My Workplace or your servicing Civilian Personnel Advisory Center.

Current Salary		Proposed Salary		Incentives	
Base Pay	\$	Base Pay	\$	Recruitment	\$
Locality	\$	LMS	\$	Relocation bonus	\$
PCA or Other	\$	Other pay	\$	PCS expenses	Yes/No
Total Salary	\$	Total Salary	\$		

Army NSPS Salary Determination Worksheet

Candidate Name: _____

NSPS Title/Pay _____

Schedule/Band: _____

Employee Qualifications (Place "X" in appropriate level)

Candidate history indicates	Job Related Training	Competencies (KSA)	Breadth, Depth and Scope of Relevant Job Experience
Meets Minimum			
Exceeds Minimum			
Education Level:			
Identify any Unique/Critical Skills:			

Justification Statement

Include relevant critical need or employee's education, experience, knowledge, skills or abilities for salary determination above the minimum.

Approvals

I certify that the proposed salary is compliant with applicable pay setting policies.

Name of Authorizing Official

Title

Signature

Date

Name of Higher Level Official

Title

Signature

Date

A copy of this worksheet must be retained by the authorized official. A written transmittal will be submitted to the CPAC to record pay setting decisions when the Request for Personnel Action (RPA) has been submitted in advance of candidate selection.